

## Helpful Hints for Completing the SF 424

The SF 424 is a standard form used to apply for many different kinds of Federal assistance. The following hints explain how to complete the form if you are a community (government entity) which has been identified in the Environmental Protection Agency's (EPA) annual funding law to receive a grant to build facilities that supply and distribute drinking water, or collect and treat wastewater.

| Item:        | Entry:  | Item: | Entry:  |
|--------------|---|-------|---|
| 1.           | Check "Application." Leave the other boxes blank.   | 15.   | Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location.   |
| 2.           | Check "New" if submitting application for the first time.   | 16.   | Insert the number of the Congressional District of the governmental entity and that of the location(s) where the project will be constructed  |
| 3, 4 and 5a. | Make no entry in these boxes.   | 17.   | For Start Date, use first day of the month. For Ending Date, use last day of the month.   |
| 5b.          | For new applications leave blank. For revision to an existing award enter the award number (e.g. XP-123456-01).   | 18.   | Enter the amount requested or to be contributed by each contributor. The amount of the Federal contribution should be the same as the Federal grant amount. The value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate the amount of the change. For decreases, enclose the amounts in parentheses. If the Federal grant will fund both wastewater and drinking water costs, enter the total amount and show breakdown on an attached sheet using the same categories as item 18.  |
| 6 and 7.     | Make no entry in these boxes.   | 19.   | Applications for Federal assistance are subject to the intergovernmental review process required by the Demonstration Cities and Metropolitan Development Act and Federal Executive Order 12372. Delaware, Maryland, West Virginia, and the District of Columbia have a State Single Point of Contact (SPOC). Applicants in these states must send notice of their intent to apply for Federal funding to the SPOC office. A list of SPOC offices can be found at: <a href="http://www.whitehouse.gov/omb/grants/spoc.html">http://www.whitehouse.gov/omb/grants/spoc.html</a> . If you are located in either Pennsylvania or Virginia, you must send notice of your intent to apply for Federal funding to your Regional Planning District office. Either office is afforded 60 days to review your notice. You may, however, request an accelerated review. |
| 8a.          | Enter the legal name of governmental entity which will undertake the project.   | 20.   | This question applies to the governmental entity named in box 8a, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.  |
| 8b.          | Enter the governmental entity's Employer Identification Number (EIN) as assigned by the Internal Revenue Service.   | 21.   | To be signed by the authorized representative of the applicant. You must submit with the grant application a copy of the governing body's authorization for this person to sign the application as its official representative  |
| 8c.          | Enter the governmental entity's Dunn and Bradstreet Data Universal Numbering System (DUNS) number.  |       |   |
| 8d.          | Enter the complete mailing address for the governmental entity named in box 8a.   |       |   |
| 8e.          | Enter the name of the organization within the governmental entity that will undertake the activity for which an award is requested.   |       |   |
| 8f.          | Enter the name and contact information of the person to contact on matters related to this application. This person may be an officer of the governmental entity, a consultant, or an engineer. |       |   |
| 9.           | Enter the appropriate description of the governmental entity named in box 8a from. Refer to the list on page 2 of the INSTRUCTIONS FOR THE SF 424.  |       |   |
| 10.          | Enter "U.S. Environmental Protection Agency."   |       |   |
| 11.          | In the first box enter "66-202." In the second box enter the name of the Federal law which made the funding available.  |       |   |
| 12 and 13.   | Make no entry in these boxes.   |       |   |
| 14.          | List only the largest political entities affected (e.g., State of _____, _____ County, City of _____).  |       |   |